

DUTIES AND RESPONSIBILITIES OF THE GALLERY ASSISTANTS

1. The Gallery Assistants shall check up the articles in the Galleries every morning and evening and ensure that all the articles /exhibits are intact and in place.
2. Instances of theft of articles any kind of damage to the items displayed as well the show cases should be brought to the notice of the Curator/Museum Assistant immediately.
3. The Gallery Assistants should deal with the Visitors very politely and help them see the exhibits without any hindrance.
4. Upkeeping and maintenance of the Museum in a clean and tidy manner.
5. To ensure that all the articles/exhibits and other belongings of the Museum are protected.
6. To remove any person or object that are likely to damage or cause harm to the articles /exhibits.
7. To guide the visitors to move in a orderly manner and in a particular pathway.
8. To inform the visitors about do's and don'ts of the Museums.